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Note: The novel coronavirus (COVID-19) pandemic is an evolving situation. This guidance is subject to change based on information received.

I. COVID-19 Pre-Job Brief

1. **Verify with your manager that you have completed the [COVID-19 Return-to-Worksite Daily Self-Assessment Screening](#) every day before you come to work.**
2. **Follow New Mexico Department of Health (NMDOH) guidelines for social distancing to protect yourself when not at work. Do not come to work if you are sick.** If you are sick, or if you answered “yes” to any questions on the daily self-assessment, stay home and call your health care provider and the **LANL COVID Hotline at (505) 606-2667** to get instructions on what to do.
3. **Use a buddy system to hold each other accountable for following healthy habits.**
4. **Do not touch your face.** If you must touch your face to don personal protective equipment (PPE), wash your hands first. Ensure that your PPE that touches your face (safety glasses, respirator) has been sanitized (soap and water or alcohol wipe) before you don that PPE.
5. **Wash your hands often with soap and water for at least 20 seconds.** Wash your hands when you get to work, before eating or drinking, after using the restroom, and before leaving the job site. Wash your hands before you don protective gloves and other PPE (if required for the activity). Wash your hands after removing PPE. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol, and wash your hands as soon as possible.
6. **Minimize your time within 6-ft of other people.** If you must be within 6-ft of other people due to safety or job requirements:
 - a. Determine number of necessary personnel.
 - b. Wear your face mask/covering.
 - c. Keep as far apart as possible, unless other safety or health hazards require otherwise.
 - d. Pre-plan the work to minimize interactions within 6-ft.
 - e. See **COVID-19 Control Strategies** below if you must be within 6-ft of other people.
7. **Wear either a LANL-provided face mask/covering or a personally owned face mask/covering (without an exhalation valve).** Necessary respiratory protection for other hazards associated with the work will be identified by your industrial hygienist and health physicist. Check current LANL requirements for face masks/coverings on the [COVID-19 Hub web page](#).
8. **Use your own tools as much as possible.** If you must use shared tools, please clean and disinfect following guidance in *Cleaning and Disinfection of Work Areas, PPE, Face Masks/Coverings, and Respirators* below.
9. **Clean and disinfect shared surfaces routinely.** See *Cleaning and Disinfection of Work Areas, PPE, Face Masks/Coverings, and Respirators*.
10. **In the event of an incident where a worker comes into contact with a radiological, biological, or chemical contaminant,** and the worker is wearing a face mask/covering per LANL’s COVID-19 requirements, the face mask/covering should be immediately removed as soon as possible, and disposed of as contaminated clothing.

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II. Cleaning and Disinfecting Work Areas, PPE, Face Masks/Coverings and Respirators

Definitions:

Cleaning: Cleaning refers to the removal of biological agents, dirt, and impurities from surfaces. It does not kill biological agents, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfection: Disinfecting refers to using chemicals to kill biological agents on surfaces. This process does not necessarily clean dirty surfaces or remove biological agents, but by killing biological agents on a surface after cleaning, it can further lower the risk of spreading infection.

Scope and Limitations:

The COVID-19 pandemic is an evolving situation. This guidance is subject to change based on information received. These steps guide you towards actions you may need to help prevent the spread of illness at work, and at home to ensure your safety and the safety of others.

For areas where a presumptive positive or positive COVID-19 case has been confirmed, and the individual has been in the area within 7 days, LANL-specific procedures for cleaning and disinfecting COVID-19 positive workplaces will be used, per EMD-AP-046 LANL COVID-19 Cleaning and Disinfecting Operations.

Routine Cleaning and Disinfecting of Work Areas

Note: Work areas are defined as personal office space, common use areas (e.g., kitchens, conference rooms, and break areas), and other areas where on-site work takes place. Cleaning and disinfection of work areas other than offices and common use areas must be coordinated with the owner of the work area, to ensure compatibility with any hazards present. Custodial staff perform routine cleaning and disinfection of restrooms.

Cleaning:

1. Routine cleaning is defined as use of a consumer cleaning product (including soap and water) in the workplace for the purpose intended by the chemical manufacturer or importer of the product.
2. Follow all instructions for use on the label of the cleaning product. Wear disposable gloves (check with your deployed IH staff for recommendations).
3. Perform routine cleaning (at least daily) of frequently touched surfaces: doorknobs, light switches, handles, desks, conference tables, hard backed chairs, and windows (if opened).
4. For office electronics (telephones, keyboards, tablets, touch screens, or phones): follow manufacturer's guidance. If this guidance is not available, use at least 70% alcohol (e.g., isopropyl alcohol or ethanol) on a disposable towel or other cleaning cloth. Do not spray any cleaners directly on electronics. A soap and water solution applied with a clean disposable towel can also be used. Use covers for keyboards if available.
5. For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present, clean with appropriate cleaners indicated for use on these surfaces.

Disinfecting:

1. Disinfection of work areas: ensure that the area is cleaned with soap and water or a consumer cleaning product first. Use a disinfectant approved for COVID-19 ([EPA List N: Disinfectants for Use Against SARS-CoV-2](#)) when available. Otherwise, use an [EPA-registered disinfectant](#). Alcohol solutions with at least 70% alcohol may also be used.
2. Diluted household bleach solutions of at least 1000 ppm (0.1 percent [%] sodium hypochlorite) may be used if appropriate for the surface. Check to ensure the bleach solution is not past its expiration date. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Never mix household bleach with ammonia or any other cleanser. Any use of a bleach solution will be followed with a water rinse/wipe of the surface or equipment. Do not bring bleach from

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home. Work with your RLM to purchase and store bleach properly, or contact ALDFO for a ready to use bleach solution.

- a. To make a bleach solution, mix:
 - i. 5 tablespoons (1/3 cup) bleach per gallon of water
 - OR
 - ii. 4 teaspoons bleach per quart of water

Note: PPE should not be shared unless there is no other option. Always wash hands with soap and water, or use alcohol-based hand sanitizer, for at least 20 seconds prior to donning PPE, and after doffing PPE.

PPE Cleaning and Disinfecting

1. Gloves:

- a. Single use gloves (i.e., nitrile and latex) are not cleaned or disinfected, or reused. They must be removed using good glove doffing technique and disposed in municipal waste, unless there are other hazards that require disposal of the gloves as hazardous waste.
- b. Reusable gloves must be donned with freshly-washed hands or freshly used alcohol-based hand sanitizer. Reusable gloves should then be placed in their appropriate storage area.

2. Protective Eyewear (i.e., safety glasses with side shields, chemical splash goggles, or face shields):

- a. If protective eyewear is not shared, it can be carefully wiped with a neutral cleaning solution or cleaner wipe. Carefully wipe the eyewear using a clean cloth saturated with neutral detergent solution or cleaner wipe.
- b. If the protective eyewear is shared, don disposable gloves and carefully wipe the protective eyewear using a wipe or clean cloth saturated with a disinfectant approved for COVID-19 ([EPA List N: Disinfectants for Use Against SARS-CoV-2](#)) when available. Otherwise, use an [EPA-registered disinfectant](#). Wipe the eyewear with clean water to remove residue. Alcohol solutions with at least 70% alcohol may also be used. Fully dry (air dry or use clean absorbent towels). If compatible with bleach, eyewear can be placed in a bleach solution for one minute.

Note: any protective eyewear with metal should not be subject to a bleach solution. Any use of a bleach solution should be followed with a water rinse of the surface.

3. LANL-issued work clothing:

- a. Single-use LANL-issued work clothing is not cleaned or disinfected, or reused. It must be removed using good doffing technique and disposed in municipal waste, unless there are other hazards that require disposal of the clothing as hazardous waste.
- b. Reusable LANL-issued PPE should not be shared with other workers, placed in the same container or area, or stored in common areas without being laundered, cleaned or disinfected prior to re-use.

Note: Launder personal clothing items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

Cleaning, Disinfecting and Storing Face Masks/Coverings or Respirators

1. Face Masks/Coverings:

- a. Disposable face masks are not cleaned or disinfected. Discard face mask following use if work produces aerosols/splashes that contaminate the outside of the mask. Discard face mask/covering if crushed, damaged, wet, or difficult to breathe through.
- b. Use a face shield during tasks that include splashing or aerosol generation to prevent contamination of the face mask/covering.

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- c. Wash hands with soap and water, or use an alcohol-based hand sanitizer prior to donning or doffing face mask/covering. Avoid touching the inside of the mask/covering during donning/doffing.
- d. Keep face mask/covering in a designated storage area in a clean, breathable container such as a paper bag between uses. Ensure the name of the person using the mask is clearly identified on the storage container. Storage containers should be disposed of or cleaned regularly.
- e. Cloth face coverings should be laundered daily in warm water (either machine or hand washed) or per instructions received with the cloth face covering.

2. Respirators:

- a. Immediately and thoroughly clean the inside of the respirator and then the outside of the respirator with cleaning wipes and place respirator in the zip-lock bag.
- b. Wipe the outside of the zip-lock bag with an additional cleaning wipe or other approved cleaner.
- c. Place zip-lock bag containing respirator in approved storage, e.g., locker.

Note: Tools and equipment should not be shared unless there is no other option. Always wash hands with soap and water for at least 20 seconds prior to using shared tools and equipment, and after finishing use of shared tools and equipment.

Tools, Equipment and Other Cleaning and Disinfecting

1. If tools and equipment are not shared, they can be carefully wiped with a neutral cleaning solution or cleaner wipe. Carefully wipe the surface of the tool or equipment using a clean cloth saturated with neutral detergent solution or cleaner wipe.
2. If tools and equipment are shared, don some disposable gloves and carefully wipe the surfaces using a wipe or clean cloth. Use a disinfectant approved for COVID-19 ([EPA List N: Disinfectants for Use Against SARS-CoV-2](#)) when available. Otherwise, use an [EPA-registered disinfectant](#). Wipe the tools or equipment with clean water to remove residue. Alcohol solutions with at least 70% alcohol may also be used. Fully dry (air dry or use clean absorbent towels). If compatible with bleach, tools or equipment can be wiped down with a bleach solution, and allowed to sit for one minute.

Note: any metal tools or equipment should not be subject to a bleach solution. Any use of a bleach solution should be followed with a water rinse of the surface or equipment.

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III. COVID-19 Control Strategies

Process:

When social distancing cannot be maintained, Responsible Line Managers (RLMs) will work with their deployed Industrial Hygiene and Safety Professionals to perform an assessment to evaluate work activities and determine the appropriate controls. Face masks/coverings, gloves and disinfectants can be obtained at the TA60 warehouse. N95s are available for government travel and certain onsite activities based on an IH evaluation. Contact your OSH-DS Team Lead for an evaluation, and to obtain an N95. Check current LANL requirements for face masks/coverings on the [COVID-19 Hub web page](#).

Required General Controls

- Practice social distancing offsite and onsite.
- Utilize the buddy system to hold each other accountable for healthy habits.
- Do not touch your face.
- Wash your hands often.
- Use alcohol-based hand sanitizer where / when you cannot wash hands. Wash hands as soon as possible.
- Clean / disinfect surfaces frequently. Include break areas, lunchrooms, and conference rooms.
- Avoid sharing tools when possible.
- Wear either a LANL-provided face mask/covering or a personally owned face mask/covering (without an exhalation valve) while on-site. Check current LANL requirements for face masks/covering use on the [COVID-19 Hub web page](#).
 - Do not wear masks with exhalation valves (e.g., N95s with exhalation valves or commercial face masks/coverings with valves), unless specifically provided by the OSH-ISH Respiratory Protection Program.
 - Acceptable masks are disposable surgical masks, KN95s, and cloth face coverings as described below.
 - Cloth face coverings must cover the nose, mouth, and chin, be secured with elastic loops or ties, and be washable and reusable.
 - Cloth face coverings with at least two layers of material are acceptable, with either two layers of cotton, or a combination of materials including cotton and chiffon, cotton and flannel, or cotton and silk.
 - Single layer gaiters and bandanas are not acceptable face coverings while on the Laboratory property.
 - Face shields are not a substitute for an acceptable face mask/covering.

Note: When eating or drinking, ensure you maintain at least 6-ft. distancing at all times, and wear your mask unless actively eating or drinking.

Note: Remove your face mask/covering temporarily if a Laboratory Security Officer requests you to do so. When removing the face mask/covering, be sure to observe social distancing of at least 6-ft.

- Tape X's 6-ft. apart to assist employees in maintaining social distancing.
- Wash hands, or use an alcohol-based hand sanitizer before donning and after doffing PPE and face masks/coverings.
- Avoid sharing PPE when possible. If PPE is shared, see **Cleaning and Disinfection of Work Areas, PPE, Face Masks/Coverings, and Respirators** above.
- Use a physical barrier (e.g., cubicle wall, portable shield, etc.) when possible for areas where individuals are less than 6-ft apart.

Note: Respiratory protection that is required by the work control document takes precedence over face masks/coverings.

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Recommended Controls, in addition to general controls, for areas where physical barriers cannot be utilized, and social distancing cannot consistently be maintained (less than 6-ft.)

- Perform health checks ([OSH-ISH-QTG-030, Verbal Screening and Temperature Checks Protocol](#)).
- Minimize time closer than 6-ft through work pre-planning.
- Contact your deployed Industrial Hygiene and Safety Professional for evaluation of face masks/coverings to be worn.
- Wear eye protection.
- Wear nitrile or latex gloves when interaction with customers or public is necessary, or when touching multiple shared surfaces without ability to wash hands or use alcohol-based hand sanitizer.

Note: when analyzing work steps for potential COVID-19 hazards, pay particular attention to work steps that include:

- Brief periods of distances of 3 – 6-ft. between two workers.
- Any periods of distances of less than 3-ft. between workers.
- Direct exchange of material (e.g., paper, badge).
- Implemented controls for safety or health hazards associated with the activity that may conflict with distancing guidelines (e.g., two-person lifting, confined spaces or small enclosed areas).
- Areas where customers or other outside personnel may be present (e.g., conference rooms, waiting areas, admin. counters).
- Location and availability of hand washing facilities or alcohol-based hand sanitizer.

Donning and Doffing Face Masks/Coverings

(Note: re-use of disposable face masks is expected to maintain supplies)

1. To don a face mask/covering:

- Wash hands for at least 20 seconds, or use alcohol-based hand sanitizer.
- Grasp the face mask/covering by the ear loops, upper ties, or front (if double elastic).
- Place the face mask/covering over the face.
- Ear-loop face mask/covering:** secure the ear loops behind the ears. Secure the face mask/covering.
- Tie-back face mask/covering:** secure the upper ties behind the head. Secure the lower ties behind the head.
- Double-elastic band face mask/covering:** cup the face mask/covering in your dominate hand, allowing the straps to dangle freely. Take the bottom strap and place it over your head at the base of the neck. Place the face mask/covering over the nose and mouth by firmly pressing the nose clip (if present) over the nose and tucking the bottom of the face mask/covering securely over the chin. Take the top strap and place it at the top crown of the head.

2. To remove a face mask/covering with intent to reuse:

- Wash hands for at least 20 seconds, or use alcohol-based hand sanitizer.
- Ear-loop face mask/covering:** remove the face mask/covering by holding the ear loops or elastic. Remove the face mask/covering slowly and carefully.
- Tie-back mask/covering:** remove the face mask/covering by untying lower ties first. Untie the upper ties last. Remove the face mask/covering slowly and carefully. Ensure that ties do not fall into the clean interior side of the face mask/covering.

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- d. **Double-elastic band face mask/covering:** without touching the face mask/covering, slowly lift the bottom strap from around your neck up and over your head. Lift off the top strap. Do not touch the face mask/covering.
- e. After removing the face mask, visually inspect the face mask. Discard face mask if crushed, damaged, wet, or difficult to breathe through. Hang used face masks in a designated storage area or keep them in a clean, breathable container such as a paper bag between uses. To minimize potential cross-contamination, store face masks so that they do not touch each other and ensure the name of the person using the face mask is clearly identified. Storage containers should be disposed of or cleaned regularly.
- f. Wash hands again for at least 20 seconds, or use alcohol-based hand sanitizer. If alcohol-based hand sanitizer is used, wash hands as soon as possible.
- g. In the event of an incident where a worker comes into contact with a radiological, biological, or chemical contaminant, and the worker is wearing a face mask/covering per LANL's COVID-19 requirements, the face mask/covering should be immediately removed as soon as possible, and disposed of as contaminated clothing.

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IV. Restroom Guidance

LANL Guidance for Restrooms During the COVID-19 Pandemic

User actions:

- Wash your hands before and after using restroom facilities.
- Wear mask at all times while in restroom.
- If toilet is equipped with a lid, close it before flushing to minimize the potential for toilet plume-generated aerosols.

Facility actions:

- Ensure provision of paper towels, and put a sign on any hand dryers: "Do not use." Hand-dryers have the potential to spread droplets or aerosols
- Continue regular custodial cleaning and sanitizing.
- Optimize ventilation (fan on continuously). If tied to lights, place a note by light switch to keep on, or rewire where possible to ensure continuous operation.
- Increase custodial cleaning and sanitizing where possible for high occupancy buildings.
- Provide additional disinfection supplies in restroom for occupants to use between custodial cleanings.

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V. Portable Air Cleaner Guidance

LANL Guidance for Use of Portable Air Cleaners During the COVID-19 Pandemic

Note: an air purifier/filtration system is an enhancement. The continued practice of all LANL-required COVID-19safe protocols is essential.

Purchase

Purchase of air purifier/filtration systems is managed through the Form 410 approval process. See [Procurement Requester Toolbox](#).

General Characteristics

- The air purifier/filtration system should be freestanding. Air purifier/filtration systems shall not be connected to LANL HVAC systems without further institutional review.
- The air purifier/filtration system should have a true HEPA or HEPA-like filter. The air purifier/filtration system should have a pre-filter to extend the life of the HEPA or HEPA-like filter. A carbon (or other material) filter that removes chemicals, gases, and vapors can be included, but must not be used for removal of chemicals, gases and vapors; contact your deployed Industrial Hygienist for evaluation and control of those contaminants.
- Look for an air purifier/filtration system with a Clear Air Delivery Rate (CADR) that is the same or more than 2/3 of the maximum airflow.
- While UV-C is an effective decontamination process, the air purifier/filtration system should **not** have a UV-C device to sterilize the air that passes through the air cleaner as an option for the following reasons:
 - UV-C sterilization is better suited to surface decontamination.
 - The UV-C wavelength is hazardous to the unprotected eye, and it should be annually calibrated to ensure a 242 nm wavelength.
- If the air purifier/filtration system does include UV-C, it should have a way to turn it off.

Placement

- The air purifier/filtration system must not conflict with HVAC system supply and exhaust (i.e., do not place directly under, or next to, a supply or exhaust opening).
- Ensure that air is not pulled from an individual's breathing zone through another worker's breathing zone, or the exhaust of the air purifier/filtration system is not directly aimed at another individual.
- Do not use the oscillating feature, if so equipped.
- Contact your deployed IH for assistance in placement.

Maintenance

- Ensure that filters are changed as required per air purifier/filtration system instructions.